

Arkansas Tech Small Business and Technology Development Center

Arkansas Tech University
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Start-Up Checklist for Crawford County

- For sole proprietor or partnership using a business name, file a Doing Business as (DBA) Certificate at the Crawford County Clerk's Office**
 - Crawford County Clerk's Office
 - 300 Main Street
 - Van Buren, Arkansas
 - 479.474.1312
- OR**
- For LLC, C corporation, or S corporation, file your business entity with the Arkansas Secretary of State at www.ark.org/sos/ofs/docs/index**
- If your business is a LLC, C corporation, or S corporation, or you have employees, apply for your Employer Identification Number (EIN) with the IRS at <https://sa.www4.irs.gov/modiein/individual/index.jsp>**
- Obtain a Business License from the City Clerk's Office**
 - Alma | 804 Fayetteville Avenue | 479.632.4110
 - Mulberry | 207 North Main Street | 479.997.1321
 - Van Buren | 1003 Broadway Street | 479.474.8936
- If you are required to charge sales tax or you will have employees, register for Arkansas state taxes with the Arkansas Department of Finance and Administration's Arkansas Tax payer Access Point (ATAP) at <https://atap.arkansas.gov/>**
- Open a Business Checking Account**
- Contact a Business Insurance Provider**
- Have your Commercial Personal Property Assessed at the Crawford County Assessor's Office**
 - Crawford County Assessor's Office
 - 300 West Main Street
 - Van Buren, Arkansas
 - 479.474.1751
- If required for your type of business, obtain any additional licenses and permits from county and state offices.**
 - Arkansas Secretary of State's Office
 - Business/Commercial Services Division
 - 1401 West Capitol Avenue, Ste. 250
 - Little Rock, AR 72201

Related Contacts:

Alma Chamber of Commerce
www.almachamber.com

City of Van Buren
www.vanburencity.org

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www.vanburencity.org



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